

James Walker	General Guide to Packaging Procedures	Date: Jul 06, 2022	Rev: 13	Page: Page 1 of 2	Document No: OPI08 Approved by: Logistics Manager
--------------	---------------------------------------	-----------------------	------------	----------------------	--

REASON FOR UPDATE: Approver changed to logistics manager

ASSOCIATED DOCUMENTS: FMP Ref: [FMP 14](#)
PL & S Ref: [PL&S15](#), [PL & S 10](#), [PL & S 07](#)

1. **PURPOSE**

1.1 To provide a procedure for general packaging procedures.

2. **SCOPE**

2.1 This document applies to all those involved with general packaging procedures.

3. **RESPONSIBILITY**

3.1 The Logistics Manager is responsible for updating and communicating the details within this procedure.

4. **PROCEDURE**

Default packaging and storage conditions are to conform to ISO2230:2002 unless otherwise requested by, or agreed with customer. Some common exceptions are given below.

A. Primary Packaging	<ol style="list-style-type: none"> Carried out within individual departments by one of the following methods unless otherwise stated on Works Instructions: - shrink-wrapping vacuum-wrapping blister-packs standard boxes/drums sealed opaque bags tied Fragile sheet materials (e.g. Supagraf & Thermiculite) to be packed flat between "Duo-board".
----------------------	--

NB. Clingfilm must not be used whenever Silicone or Fluorocarbon rubbers are involved.

- Fitting instructions included where available.
- General Description & Contents label produced, including batch numbers and cure date(s) information.
- Package labels completed when more than one bundle per item.
- Special warning labels used where appropriate.
PTFE – see [PL & S 10](#)
Food Use – see [PL & S 07](#)

James Walker	General Guide to Packaging Procedures	Date: Jul 06, 2022	Rev: 13	Page: Page 2 of 2	Document No: OPI08 Approved by: Logistics Manager
--------------	---------------------------------------	---------------------------	----------------	--------------------------	--

B. Special Packaging (in-house)	<ol style="list-style-type: none"> 7. Such requirements are included in the shipping instructions on the sales order or by selecting the appropriate label template from list of values at order entry. These are entered by ISR/PSR and should be reviewed with customers at contract review, with any amendments being passed onto Logistics. 8. Usually requires individual bagging and labelling of components, but primary package quantity can vary. 9. Bar code and price labelling to be included whenever DEF STAN 81-41/2 Level A is quoted. 10. Coiled Large Diameter rings must be packed in minimal quantities to ensure sealing lips are not deformed due to weight or compression during transit. 11. A copy of the label should be attached to the back of the internal copy of the pick-slip. 12. STAMP YOUR ID ON THE PICK SLIP, AFTER COMPLETING THE PACKAGING AND LABELLING TO SIGNIFY IT IS CORRECT AND COMPLETE <p>NOTE: All 'First off' customer specific labels are to peer checked by another member of the Logistics Team to verify the information is correct against the purchase order prior to commencement of the full packaging operation.</p>
C. Special Packaging (sub-contracted)	<ol style="list-style-type: none"> 13. Whenever DEF STAN 81-41/2 Levels L, N or P or DEF STAN 81/60 (which has superseded CPU/PIP/112) is quoted on customer's order, the packaging function must be sub-contracted to a specialist Approved Supplier. 14. MOD Form 640 provided for each item. 15. After packaging, goods sent direct to customer.